 CITY OF ST. CATHARINES	Legal and Clerks Services - Office of the City Clerk Division			
	Subject:	Appointment Policy for Advisory Bodies and Local Boards	Policy #:	CC-2013-003
	Approved by L.C.S:			
	Issue Date:	June 2013	Revision Date:	January 14, 2019
	Review Date:	January 1, 2023	Page:	1 of 4

Policy:

The Appointment Policy defines the internal process for recruitment and selection of citizen members to participate on official City of St. Catharines advisory bodies (e.g. committees) and local boards.

Purpose:

The use of advisory committees and similar entities is an effective vehicle for public participation, public consultation, and a source of input to staff and City Council on city policies and programs. Such bodies play an integral role in the corporate decision-making process by providing a means for staff and elected representatives to receive the views from affected citizens on a variety of matters. Through advisory bodies, the citizens of St. Catharines are able to have greater input on the issues that affect them.

St. Catharines values the input from diverse voices of citizens in local governance. To encourage participation and promote a diversity of skills and perspectives, the City will adopt the general concepts of equity, accessibility and accommodation, to ensure that all citizens have equal opportunity. The City will strive to ensure that membership on all city advisory bodies reflects St. Catharines' diversity and demographics in such areas as gender, geographic representation, age, race, sexual orientation, socio-economic background and ability.

This policy outlines a fair and equitable approach and process for recruiting, selecting and appointing citizen members to City advisory bodies.


Application:

The Appointment Policy applies only to Council appointed voting members of advisory bodies and local boards. This policy does not apply to members that serve as ex-officio members or as representatives of external organizations.

Policy Requirements:

1.0 QUALIFICATION OF MEMBERS

- 1.1 Every member on a Committee, must be eligible to be elected as a member of the Council in accordance with the Municipal Elections Act, with the exceptions that Permanent Residents who have resided in St. Catharines for at least one year are also eligible, that

 CITY OF ST. CATHARINES	Legal and Clerks Services - Office of the City Clerk Division			
	Subject:	Appointment Policy for Advisory Bodies and Local Boards	Policy #:	CC-2013-003
	Approved by L.C.S:			
	Issue Date:	June 2013	Revision Date:	January 14, 2019
	Review Date:	January 1, 2023	Page:	2 of 4

one member of each Committee may be below the age of 18, or when otherwise directed by Council.



- 1.2 If a member becomes ineligible during the term of their appointment they are automatically deemed to have resigned as a member.
- 1.3 If a member's company, business or employer is hired by the City of St. Catharines, the member shall disclose the employment situation immediately to the City Clerk.
- 1.4 If a citizen member becomes employed by the City of St. Catharines, he or she shall immediately resign.

2.0 TERM OF APPOINTMENT

- 2.1 The term of appointment may coincide with the term of Council however, if this is different, it must be stated in the terms of reference for the specific committee.
- 2.2 A person appointed to fill a partially completed term is appointed to the end of that term of appointment. The same member may, if appointed, seek a new full term.
- 2.3 Those members who wish re-appointment to an additional term must reapply and go through the approved selection process.
- 2.4 Citizen members may serve on more than one advisory bodies or local boards.
- 2.5 Members may continue to serve on an advisory body or local board past the expiration of their term until they are replaced. This is to ensure quorum and that the business of the advisory body or local board can be moved forward.
- 2.6 At the pleasure of Council, additional members may sit on advisory bodies. The Terms of Reference should be amended to reflect any changes.

3.0 COMPOSITION


- 3.1 The membership of City advisory bodies and local boards, shall, as much as possible, achieve a balance between a variety of technical expertise and other representation.

	Legal and Clerks Services - Office of the City Clerk Division			
	Subject:	Appointment Policy for Advisory Bodies and Local Boards	Policy #:	CC-2013-003
Approved by L.C.S:				
	Issue Date:	June 2013	Revision Date:	January 14, 2019
	Review Date:	January 1, 2023	Page:	3 of 4

3.2 The City will strive to ensure that membership on advisory committees is balanced and reflects the diversity and demographics of the City of St. Catharines in such areas as: gender, geographic representation, age, race, sexual orientation, socio-economic background and ability.

4.0 RECRUITMENT

- 4.1 Post-election recruitment for the City’s advisory bodies and local boards is held as soon as possible following the election.
- 4.2 Committees created during the term of Council will follow the same processes as outlined herein. An exception may apply when recruitment for the Committee has occurred within the previous 12 months; in this case previous applicants may first be considered for appointment.
- 4.3 The principles of equity and accommodation for all candidates shall be adopted and implemented by ensuring deadlines for applications are upheld, selection criteria and interviewing (upon request) done with consideration for identical questions and evaluations for all applicants.
- 4.4 The recruitment for citizen members will be advertised in a way that is accessible to a wide diversity of citizens. This will include advertisements on the City of St. Catharines website (in accordance with the City’s Notice by-law 2007-310), but may also incorporate other formats, including, but not limited to, the City’s social media accounts, the Garden City Current, press releases, and circulation to / involvement of external organizations / stakeholders. In the cases where specific groups or expertise is required, the Office of the City Clerk can recruit accordingly.
- 4.5 Advertisements may include, but are not limited to, the following information:
 - 4.5.1 Function or a brief mandate statement for the committee;
 - 4.5.2 Frequency, time, and place for meetings;
 - 4.5.3 City policies that guide the selection process or the operation of the Committee;
 - 4.5.4 A request that the applicant complete an application outlining how their qualifications, specific skills, interests and background are relevant to the

 CITY OF ST. CATHARINES	Legal and Clerks Services - Office of the City Clerk Division			
	Subject:	Appointment Policy for Advisory Bodies and Local Boards	Policy #:	CC-2013-003
	Approved by L.C.S:			
	Issue Date:	June 2013	Revision Date:	January 14, 2019
	Review Date:	January 1, 2023	Page:	4 of 4

committee. The applicant may also include a resume, statement of work, and educational background;

4.5.5 A request that applicants prioritize their committees of interest (when an individual applies for more than one committee);

4.5.6 Staff contact for applicant questions.

4.6 All applications will be processed in the Office of the Clerk and then forwarded to the appropriate selection panel for review.

4.7 Applications will be reviewed by a selection panel that will recommend appointments to Council. Selection panels may be comprised of Councillors, staff, or committee / board members, and will include individuals with diverse backgrounds and experiences. Applicants may be requested to clarify their application, provide additional information, or attend an interview.

4.8 If there are many interested applicants and a member who was selected fails to fulfill their attendance requirements, (see by-law 2013-99 Simplified Meeting Procedures) the next qualified member, may be considered for the required vacancy.

4.9 If there are no qualified members remaining to fill the position, then the seat shall remain vacant until another recruitment process is undertaken.

5.0 SELECTION

5.1 Council is the only body that has the authority to appoint citizen members to advisory bodies.

5.2 Council appoints members after all the applications are reviewed and recommendations are moved by a motion or voted on by a ballot then moved on a motion.

5.3 This selection process is open and transparent however Council may request to move into a 'closed' meeting to receive or discuss personal information about identifiable individuals.